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Personnel

SENSOR CHAPLAIN AWARD



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This instruction implements AFD 36-28, Awards and Decorations. It establishes procedures and guidelines for the Air Intelligence Agency (AIA) SENSOR Chaplain Award program. It explains the responsibilities, procedures, and criteria for nominating and selecting chaplains as nominees for the award. This instruction applies to the wing, centers, groups, and AIA units worldwide; it does not apply to the 694th Intelligence Group and the 451st Intelligence Squadron. This instruction does not apply to AIA-gained Air National Guard or Air Force Reserve units. NOTE: This instruction is affected by the Privacy Act of 1974.

SUMMARY OF CHANGES

Properly clarifies eligibility (1.1), and consolidates the rating areas for the SENSOR Chaplain award from three to two (4.2).

1. General Information:

1.1. Eligibility. Any active duty commissioned chaplain serving an AIA tenant unit.

1.2. Forms Used. Use AF Form 1206, Nomination for Award, when nominating a chaplain for the SENSOR Chaplain Award.

2. Responsibilities:

2.1. Chaplain Office (HQ AIA/HC). HQ AIA/HC is the office of primary responsibility for the AIA SENSOR Chaplain Award program. HQ AIA/HC:

2.1.1. Solicits nominations from units to arrive no later than 31 January.

2.1.2. Reviews nomination packages to ensure they are prepared in proper administrative format and contain all the applicable information listed in paragraph 4 of this instruction.

2.1.3. Convenes selection board in February. The Senior Agency Chaplain serves as SENSOR Chaplain selection board president; all other AIA staff chaplains serve as members. The board is augmented by two HQ AIA 0-5 or 0-6 nonchaplain staff officers. Each board member reviews all nomination packages and completed AF Forms 1206 submitted for consideration.

2.1.4. Prepares AF Form 1768, Staff Summary Sheet, congratulatory letter, and an announcement message for approval and release by the AIA Commander (HQ AIA/CC) or Vice Commander (HQ AIA/CV).

2.1.5. Advises Public Affairs Office (HQ AIA/PA) of the winner and provides one copy of the winning nomination package. HQ AIA/PA publicizes the winner in agency media and submits appropriate news releases.

2.1.6. Provides a completed copy of each approved nomination package and completed AF Form 1206 to HQ AIA/DPPR (Chief, Command Special Recognition Branch).

2.1.7. Notifies the award winner through his or her unit commander or equivalent.

2.2. Presentations. The SENSOR Chaplain Award is presented during the annual AIA Tri-Awards Banquet (Company Grade Officer of the Year, Civilian of the Year, and SENSOR Chaplain).

2.3. SENSOR Chaplain Tri-Award Week. HQ AIA/HC is the OPR for the following SENSOR Chaplain Tri-Award week activities:

2.3.1. Announces the recognition activities and banquet by agency-wide and chaplaincy-wide messages and by formally inviting the award winner to attend.

2.3.2. Coordinates travel and billeting arrangements for the invited award winner.

2.3.3. Coordinates formal banquet arrangements for chaplain participant.

2.3.4. Coordinates presentation of award with HQ AIA/CVP.

2.3.5. Orders appropriate memento from local vendor.

2.3.6. Prepares award package for memento and certificate, as appropriate, for AIA/CC or CV signature; provides the completed award package to HQ AIA/DPPR for presentation.

2.3.7. Coordinates all publicity with HQ AIA/PA.

2.4. Annual Awards Banquet and Presentation of Awards. A committee composed of members from Company Grade Officer Council (CGOC), Joint Civilian Advisory Council (JCAC), and HQ AIA/HC is the OPR for coordinating annual awards banquet and presentation of awards.

3. Nomination Criteria:

3.1. Award Period. The award period is 1 January through 31 December of the previous calendar year. For nominees serving unaccompanied tours, the award period is the duration of the unaccompanied assignment, normally from 6 to 12 months, but in no case is the award period more than 12 months.

3.2. A nominee:

3.2.1. Must be an active duty chaplain assigned as a host chaplain to an AIA unit for at least 90 days during the inclusive period.

3.2.2. Must not have negative quality force indicators during the inclusive period, for example, an unfavorable information file (UIF), entry into Phase 1 or unsatisfactory progress on the weight management program, or marginal performance ratings.

4. Nomination Format:

4.1. Nomination Package. The SENSOR Chaplain nomination package will include:

4.1.1. Letter of Endorsement. A cover letter of endorsement signed by the respective AIA unit commander or equivalent making the nomination.

4.1.2. Narrative. Prepare one-page narrative in bullet format using AF Form 1206. Submit an original and four copies (five copies total).

4.1.3. Letter of Concurrence. The host unit chaplain supervisor provides a letter of concurrence. This letter attests that the host wing chaplain supervisor understands the nature of the award, supports the nomination, agrees to allow TDY time for nominee to receive award, and affirms that there are no negative quality indicators which would disqualify the nominee (see attachment).

4.2. Rated Areas:

4.2.1. Two Rated Areas. The narrative should focus on two areas of achievement which will be scored as follows for a total of 50 points:

4.2.2. Scope of Ministry--35 points. Details the extent of ministry offered to AIA-unit personnel, (extent of visitation duties, pastoral counseling and care, religious rites or services, advice on spiritual, moral and ethical, morale and quality of life issues). Assesses the chaplain's availability and pro-active "ministry of presence," and impact on the AIA unit and its mission effectiveness (effect on morale, influence on spirituality, support for singles and families, interface with and support for commanders and, or supervisors, team building, "safety net" development, outstanding personal character and ethical traits, or other examples of personal leadership).

4.2.3. Innovative Programs--15 points. Encompasses those new or creative activities which go "above and beyond" normal chaplain visitation duties, including the use of special skills (stress management, marriage seminars, parenting programs, suicide prevention, core values instruction, "hot spot" focus groups, et cetera).

5. Honoring Award Winners:

5.1. TDY. Mission permitting, the award winner will be invited to HQ AIA where he or she will be honored for his or her achievements during the AIA Annual Awards Banquet in March. TDYs will be funded by the AIA field unit. The winner will participate in all award week activities and banquet.

5.2. Awards and Honors. Respective AIA unit commanders or equivalents are encouraged to recognize their AIA SENSOR Chaplain Award nominee in some appropriate ceremony or event. Other forms of local recognition may include:

5.2.1. Acknowledgment of award by host unit commander.

5.2.2. Recognition of award by local host unit Wing Chaplain.

PETER J. FLOOD, Chaplain, Colonel, USAF
Senior Agency Staff Chaplain

Attachment 1**SAMPLE SENSOR CHAPLAIN AWARD SUPERVISOR'S LETTER OF CONCURRENCE**

When completing the supervisor's letter of concurrence, use the following example.

Figure A1.1. Sample SENSOR Chaplain Award Supervisor's Letter of Concurrence.

As the supervising chaplain of this SENSOR Chaplain Award nominee, I attest that this nominee is not now, nor has been in the past, engaged in any activities which could adversely reflect upon the Air Intelligence Agency, the Air Force Chaplain Service, or the United States Air Force. Furthermore, this nominee has no negative quality indicators, such as weight management program or an unfavorable information file, which would preclude or complicate eligibility.

Finally, I will allow the nominee the time necessary to participate in the Air Intelligence Agency's award week activities and banquet in San Antonio, Texas, ordinarily held during March. I fully support this nomination.

Name and Rank of Chaplain's Supervisor

Signature

Organization, Office Symbol, and DSN Telephone Number